

Report for Week Ending 7 November 1956
From
FORMS MANAGEMENT BRANCH

General Information

25X1A9a

1. New "Rubber Stamp Requisition" to be Used Throughout Agency
This form has been developed in collaboration with TSS/DD/P which is responsible for filling the rubber stamp requirements of the Agency. Form No. 36-2 which has been used for this purpose has now been made obsolete by the current edition of the "Printing Services Requisition", Form No. 70. It was for this reason this new form, bearing number 1097, was developed.

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2. Survey of Form Indicates High Degree of Obsolescence
This survey which covers the current status of 522 forms which have not been reordered for a period of 18 months reveals that 205 forms or 39.3% are obsolete.

Completed Actions

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DD/S Area

1. Single Form Eliminates Fourteen Notebooks
The development of the new "Training Schedule" Form No. 1064, for the Office of Training will result in considerable savings of space, time and manpower effort. In addition it also provides for the complete elimination of fourteen large loose-leaf notebooks in which the names of all trainees are presently recorded.

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2. Small Card Form Eliminates Forty-three Boxes of Records

The development of the small (3"x5") card form titled "Numerical Pseudo Control", Form No. 1105, for the Office of Security will provide for the reduction of forty-four boxes of records to a single box.

Type	COMPLETED ACTIONS SUMMARY					NO. OF COPIES
	DD/I	DD/P	DD/S	Stock	Total	
New		1	4		7	21860
Revision	2	2	1	2	7	23000
Reprint	5	4	2	-	11	189510
Total	7	7	7	2	23	234370
Redesignated	2					
Obsolete	12					

Type	PENDING ACTIONS SUMMARY				
	DD/I	DD/P	DD/S	Stock	Total
New	5	1	3		9
Revision	1	1	5	1	8
Reprint	1			2	3
Total	7	2	8	3	20

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